



WIRELESS EBT PROJECT July 2021 Newsletter



From the Editor – Tracy Penick

Month	EBT Transactions	Debit/Credit Transactions	Total Transactions	EBT Sales	Debit/Credit Sales	Total Sales
January	17	333	350	\$841.35	\$17,070.55	\$17,911.90
February	15	414	429	\$939.92	\$14,373.38	\$15,313.30
March	42	615	657	\$3,073.59	\$24,439.30	\$27,512.89
April	61	4,653	4,714	\$5,219.32	\$286,201.89	\$291,421.21
May	255	14,297	14,552	\$7,392.10	\$714,676.23	\$722,068.33
June	339	5,798	6,137	\$8,854.77	\$162,166.78	\$171,021.55
Total for Year	729	26,110	26,839	\$26,321.05	\$1,218,928.13	\$1,245,249.18

June 2021 Facts:

Total sales for June this year were higher than June 2020 (\$171,021.55 compared to \$164,448.85). The number of EBT transactions were higher in 2021 than in 2020 (339 compared to 117). For June 2021, there were a total of 6,137 wireless transactions compared to 5,302 in 2020.

In June 2021, there were 139,285 SNAP/EBT families in Iowa. \$63,799,742 in benefits were issued in June to these families.

Visiting Farmers Markets

I had the opportunity to do some traveling and check in with several of the farmers that participate in The Wireless EBT Project. I traveled to the Indianola and the Carlisle Farmers Markets on Saturday, June 26th. On Sunday, June 27th I traveled to the Maxwell Farmers Market. On Saturday July 17th, I had the pleasure of visiting the Kimball Ridge and the Waterloo Urban markets; Overman Park market in Cedar Falls and the Cartwright market in Marshalltown. While in Marshalltown, I also made a stop at the Appleberry Farm. I can't tell you how pleased I am when I visit a market and see the Wireless EBT Project signage displayed. Just a reminder that it is a requirement of the project to display the signage that DHS has provided.



David & Mary Lynne Ohnemus
OhnemusBeef
Indianola Farmers Market



Kristine Van Denbroeke
Up A Creek Farm
Maxwell Farmers Market



Shaffer Ridgeway
Southern Goods
Waterloo Urban Market



Mark Westbrook
Solstice Farm
Overman Park Market – Cedar Falls

New posters for the DHS county offices

There are new posters in the county DHS offices. On the posters are listed all of the farmers markets and road side stands in their area that have farmers that can accept EBT. This is one of the ways that DHS promotes what markets you are attending to the Iowa SNAP families



Iowa's Farmers Market Project Brochure

The Iowa Farmers Market brochure (Comm 284) has been completed and is posted on the DHS website. Below is the link, if you want to check it out:
<http://dhs.iowa.gov/sites/default/files/Comm284.pdf>

If you have any changes to the markets that you are attending, please let me know so that I can get it updated on the website.

Tips for your PAX A920 Wireless Machine

Below are some tips that might be useful as you prepare for the farmers market season.

On/Off Button

To turn the PAX A920 on, you need to push the white button on the right side of the machine until you see the PAX symbol. To turn off the PAX, push the white button on the side of the PAX, push Power off twice and the PAX will power down.

Rapid Connect Button

Tap the Rapid Connect icon and you will be ready to begin running transactions.

Docking Station

Plug the charger cord into the bottom of the docking station. Settle the PAX on the docking station to charge. You will know it is charging when the battery appears on the screen.

EBT Transaction

- On the Transaction Amount screen push EBT
- On Screen push Sale
- Enter amount and push the blue Confirm button
- Sale type is always **FOOD STAMP** (Iowa does not have an EBT Cash Benefit card) Push Ok.
- Swipe the EBT card on the top of machine
- Have the client enter their PIN, push green arrow
- Receipt will roll out
- Push Yes to print a Customer Receipt.

Credit Transaction

- On Transaction Amount screen push Credit
- On Screen push Sale
- Enter amount and push the blue Confirm button
- Enter Card Number, if chip insert card, if swipe then swipe card on the top of machine
- Receipt will roll out
- Push Yes to print a Customer Receipt.

Debit Transaction

- On Transaction Amount screen push Debit
- On Screen push Sale
- Enter amount and push the blue Confirm button
- Enter Card Number, if chip insert card, if swipe then swipe card on the top of machine
- Have the client enter their PIN, push green arrow
- Receipt will roll out
- Push Yes to print a Customer Receipt.

Reports

If you need a report, please follow the below instructions.

- On Transaction Amount Screen push Func
- Push Reports icon
- Choose the Report that you want
- Push blue print button

Sleep Mode

There is no way to turn the “sleep mode” off in the PAX machine. Just push the white on/off button on the side of the machine to bring the PAX out of sleep mode.

Close Batch

The PAX will batch automatically each night. It is important that you close your batch at the end of each market so you have a batch report.

- On the Transaction Amount Screen push Func
- Choose the Batch button
- Close Batch? Choose Yes
- A batch report will print for your records

Void/Return

If you make a mistake running a transaction and need to process a correction, please:

- Choose a Void if you have not yet closed your batch or a
- Refund if your batch has been closed.

Community-Supported Agriculture (CSA)

Some of the farmers that participate in the Wireless EBT Project offer CSAs to their clients. The below information only pertains to clients that are using their EBT benefits for CSAs.

- For SNAP recipients – payment may be accepted no more than 14 days in advance of product delivery.
- SNAP (EBT) benefits may not be used to pay any administrative or membership fees associated with operating a CSA.

USDA reauthorization

Just a reminder that you have to reauthorize every 5 years with the USDA to accept EBT. If you receive a reauthorization letter from the USDA, please complete and return it promptly. If you don't complete the paperwork timely, you will lose your EBT authorization and will have to reapply and complete the application to come back into the program.

We have had several farmers lose their EBT authorization because they did not return the required paperwork back to the USDA.

Just a reminder that you have to be authorized by the USDA to accept EBT to participate in The Wireless EBT Project.

Update information with the USDA

Just a reminder that it is extremely important to report any changes to the USDA. The USDA is who authorized you to accept EBT. If you have a name change or an address change it needs to be reported so that your authorization is up to date. If you have a change, please call 312-353-6609 to report the change.

Changes to your contact information?

It is very important that DHS has your current email address and your correct phone numbers. I send out a lot of important information and if DHS does not have your current information you could be missing out on important information. Please make sure that if you change your email address or you drop or pick up a new phone number that you share that information with me.

Paper for your wireless machine

Just a reminder that DHS supplies the paper rolls for your wireless machines. It is imperative that you use thermal paper or it could ruin your machine. Please do not use any other type of paper in your wireless machine other than the paper that DHS supplies. If you are running low on paper, please contact Jan at 515-971-1076.

Reminders:

1. **Remember that you cannot ring up a sale for another vendor. You could lose your SNAP (EBT) certification and be terminated from the Wireless EBT Project.**
2. **Since you are paying for the commercial transaction fees, be sure to keep track of what you are paying so you can use those expenses as a tax deduction.**
3. **You cannot set a minimum purchase amount. If an EBT household wishes to purchase \$.50 in onions, you do need to process the transaction. Same for any debit or credit transactions.**
4. **Hot foods and hot drinks (cocoa, coffee, and tea) cannot be purchased with SNAP EBT benefits.**
5. **If you experience technical issues with your PAX A920 machine, please call GoEBT at 1-877-418-7957. If you can't get the problem solved, please call Tracy.**

Help Desk

We are here to help you!

When you have questions about:

- **Participating in the Wireless EBT Project? Call Tracy Penick at 515-281-4935.**
- **What you can sell to EBT customers, or being authorized to accept EBT? Call USDA/FNS at 877-823-4369.**
- **SNAP eligibility? Call Kari Lind at 515-281-7000.**
- **Supplies – call Jan Walters at 515-971-1076.**